

**WAREHOUSE
ISSUE/PICK-UP REQUEST****SEND THIS REQUEST FORM TO:**Department of Commerce Warehouse
7900 Cedarville Road,
Brandywine, MD 20613**OR FAX TO:**

(301) 372-2912

FOR WAREHOUSE USE ONLY

REQUEST NUMBER:

DATE RECEIVED:

DATE:

8/20/04

TELEPHONE NUMBER:

202-482-1212

REQUESTED BY:

Jane Smith

BUREAU:

ITA/DOA/OOMS

APPROPRIATION NUMBER:

SIGNATURE OF APPROVING OFFICIAL:

DELIVERY/PICK-UP ADDRESS (Give complete mailing address)

J. Smith

Room 4001, HCHB

Washington, DC 20230

202-482-2222

TYPE OF REQUEST:



ISSUE FROM STOCK



RETURN TO STOCK

OTHER Transfer of Stock

SPECIAL INSTRUCTIONS:

ITEM NUMBER ¹	UNIT OF ISSUE ²	QTY	TITLE OR DESCRIPTION OF ITEM(S)	WAREHOUSE USE ONLY LOCATION
1 ITASTA-1	RM	5	ITA Letterhead	
2				
3				
4				
5				
6				
7				
8				
9				
10				

¹ Enter CD Number, Serial Number or other appropriate identification number. Item number can be up to 15 positions..² SD=SKID BX=BOX EA=EACH.

WAREHOUSE COMMENTS:

PULLED BY: _____ INSPECTED BY: _____

RECEIVED BY: _____
Print Name Signature DateWAS ITEM DAMAGED? ☐ YES ☐ NO

IF DAMAGED, PLEASE CALL COTR (301) 763-8490

CUSTOMER COMMENTS (Upon Receipt) _____